

STREET SUPERVISOR

Department: Public Works
Fund: General
Title: Street Supervisor
Classification: Full Time Regular
Supervisors Title: Director of Public Works
Pay Rate: Hourly

Position Summary:

The Streets Supervisor is responsible for laying out and directing the work of the streets crew engaged in the construction of streets, drainage, and other maintenance and/or repairs of city facilities. This position reports directly to the Assistant City Superintendent or City Superintendent.

Duties and Responsibilities:

1. Supervises employees assigned to his/her department on a daily basis and directs the daily work schedules efficiently as delegated by immediate superior. Responsible to apply personnel policies and actions within his/her scope of duties as referred to in the City Personnel Manual.
2. Checks in at City Hall on a daily basis for work orders, reports. Works with personnel on all underground utility line locates.
3. Assures the proper utilization of employees on a daily basis, provide instruction and close communication, obtains necessary tools, materials, and/or supplies, checks work for completeness and conformance to City specifications and trains as well as provide thorough orientation to subordinates on all activities.
4. Promotes customer service by receiving citizen inquiries or complaints, reports. Addresses the public or areas of service work, makes telephone calls or direct contact and responses to such as required.
5. Operates and supervises operation of heavy or light equipment and machinery.
6. Performs housekeeping and general maintenance of physical plant facilities on an as needed basis.

7. Report employee or equipment accidents to immediate superior, as well as defects in vehicle or maintenance and communicate closely to immediate superior on all daily matters.
8. Provides guidance to his subordinates in their duties in terms of corrective action that is taken when an employee fails to comply with personnel policies and actions.
9. Other duties as assigned.

Equipment/Programs:

Must have a good working knowledge in the proper use of hand tools, light and heavy equipment and machinery. Be able to comprehend and utilize record keeping. Must also have knowledge of the policy procedures on the use of equipment to conduct construction and infrastructure related work.

Working Environment:

Exposed to hazards that could result in injury or death. On call 24 hours a day including days off in case of emergency.

Physical Demands:

Requires physical strength in order to perform certain duties. Good health is a must. Must have the ability to work in extreme heat and cold. Individual in this position must be able to bend, stoop and lift objects of various weight and dimensions. Must have good vision and hearing.

Skills:

Must have a High School Diploma or equivalent, at least 3-5 years of Public Works or Supervisory experience. Must know about the operations of all equipment commonly used in the Public Works Department.

Revised – March 2003

DK-Job Descriptions/brb/tkr